

DD/CSJ-100-44

2 January 1964

MEMORANDUM FOR: Assistant Director, OAS
Assistant Director, OSI
Assistant Director, OES
Assistant Director, ODA
Assistant Director, ODI
Director, ASAC

SUBJECT: Contracting for S&T and Equipment Requirements

REFERENCE: DD/CSJ-100-44, same subject

1. Reference memorandum related the desirability of avoiding excessively heavy contracting in the fourth quarter of the Fiscal Year.

2. In a recent meeting of the Financial Policy and Budget Committee, it was announced that the Executive Director-Comptroller may issue an Agency Instruction limiting the dollar volume of contracts to be placed (through Office of Logistics) by any component in the fourth quarter (April-June) to the greatest dollar volume of any of the first three quarters. Should such an instruction be made, it is conceivable that Offices could not carry out their full authorized programs; and funds would, accordingly, be lost to their use. Since many Agency components are short of funds in FY 1964, it is not improbable that funds thus forfeited would be made available to those components able to use them.

3. It was our experience in June 1963 that some contracts could not be placed because Office of Logistics did not have a base contract with the vendor and time was not sufficient to obtain necessary clearances and perform other actions required for new contractors. Assistant Directors should alert their project officers to the necessity for ensuring that base contracts are already in force with prospective contractors. This should be determined at the earliest practicable date with the Logistics Officer of the Office component.

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Plan and Program Staff
Deputy Director
(Science and Technology)

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